



SITE PLAN REVIEW SUBMITTAL CHECKLIST

Purpose and Applicability: Site Plan Review approval is required in advance of building permit approval for larger projects to ensure that they meet the stated purposes and standards of the corresponding zoning district and provide for the necessary public facilities associated with the development. A Site Plan Review application is required for:

- a. All commercial and industrial development where a building permit is required
- b. Expansions of commercial or industrial development that increases building size 2,000 square feet or more
- c. Residential dwellings of 4 units or more on a single lot
- d. Developments on substandard original lots of record where 4 or more units are proposed and/or if front loaded garages are proposed

Applications can be submitted by visiting www.sandpointidaho.gov/planningapply. In preparation, please gather the below documents, as applicable. If you have any questions, please feel free call us at (208) 263-3370 or contact us via our email form at www.sandpointidaho.gov/contactplanning.

- ☐ **Narrative Statement:** A narrative statement explaining the project shall be submitted discussing general site characteristics, the proposed project type and purpose, any measures for mitigating anticipated impacts and the project's general compatibility with other adjacent properties in the zone.
- ☐ **Site Plan:** Provide a scaled plan (minimum scale is 1" = 100') including, but not limited to, location and dimensions of the following:
 - 1) Property lines and all building setbacks
 - 2) Road Frontage
 - 3) Impervious Surfaces
 - 4) Lot size and Total Building Floor Area
 - 5) Outdoor storage areas
 - 6) Dumpster and enclosure location
 - 7) Existing and/or Proposed Utility or Other Easements
 - 8) Proposed Signs, murals, and other artistic elements
- ☐ **Parking Lot:** Provide a scaled plan (minimum scale is 1" = 100') including, but not limited to, location and dimensions of the following:
 - 1) Existing and/or Proposed Curb Cuts
 - 2) Customer and Employee Parking
 - 3) Loading and Service Areas
 - 4) Interior / Street Sidewalks and Curb Ramps
 - 5) Traffic Circulation Patterns
 - 6) Snow Removal and Storage Plan
 - 7) Parking Lot Pedestrian Access Pathways
 - 8) Parking Lot Lighting
- ☐ **Landscape Plan:** Provide a scaled landscape plan (minimum scale is 1"=100') including the following:
 - 1) Existing vegetation
 - 2) Proposed plantings for parking lot and Public right-of-way

- **Building Plans:** Provide a scaled floor plan (minimum scale is 1"=100') including the following:
 - 1) Floor plans
 - 2) Elevations - front, side & rear
(Include proposed building materials)
 - 3) Roof line dimensions
 - 4) Seating capacity for churches or other general assembly areas
 - 5) Exterior Building Lighting

- **Stormwater Management Plan:** May be applicable to all development activities that require grading, site development, parking lot paving construction, street improvement, or building permits (must meet requirements of Stormwater Management Ordinance, Title 11, Chapter 3).
 - 1) Project summary narrative with supporting design calculations
 - 2) Site plan, not greater than a scale of 1"=100'
 - 3) Erosion and sediment control plan
 - 4) Operation and maintenance plan

- **Trip Generation and Distribution Letter:** The purpose of a TG&D letter is intended to help the City determine whether a traffic impact study will be required for the development. TG&D letters shall include (for specifics reference Appendix H of the Urban Area Transportation Plan):
 - 1) Project Location
 - 2) Project Action
 - 3) Trip Generation
 - 4) Trip Distribution and Assignment

- **Property Owner Consent Letter:** If the owner is not the applicant, a letter signed by the property owner consenting to the application.

- **Provide proof of ownership** in the form of a copy of the title report or the deed of record for the site of the proposed project. A sale agreement may be acceptable. If property is to be rented or leased, please provide written authorization of the record owner for processing of the application.

- **FAA Form 7460** may be required if the development is within the airport overlay.

- **Application Fee:** Please call Planning & Building Services at 208-263-3370 or consult the Planning & Building Applications webpage at www.sandpointidaho.gov/planbuildapps.